

1210.20 Time and Attendance Reports

Issued February 13, 1994

SUBJECT: Time and Attendance Reports.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To provide guidelines for the use of Employee Time and Attendance Reports (A-424), Exempt Employee Time and Attendance Reports (A-896), Employee Special Pay Reports (A-424A), and Biweekly Time and Attendance Reports (A-684)

CONTACT AGENCY: Department of Management and Budget (DMB) - Office of Financial Management (OFM).

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SUMMARY: Time and attendance reports may vary, depending upon the type of employee. Specifics are provided below.

APPLICABLE FORMS: A-424, Employee Time and Attendance Report.
A-424A, Employee Special Pay Report.
A-896, Exempt Employee Time and Attendance Report.
A-684, Biweekly Time and Attendance Report.

PROCEDURES:

- Exempt employees (all employees ineligible for overtime payment) are expected to work the number of hours per pay period agreed upon at the time of hire. Such employees must report time and attendance using Form A-896. Form A-424A also may be required, if applicable. Detailed instructions are included on the forms.
- Hourly employees (all employees eligible for overtime payment) must report time and attendance using Form A-424. Form A-424A may also be required, if applicable. Detailed instructions are included on the forms.
- Timekeepers complete Form A-684 upon receipt of Form A-424 or A-896 and any accompanying Forms A-424A. Detailed instructions are included in the PPRISM Manual, Section 7.3.
- Forms A-424 and A-424A may be completed on a daily or biweekly basis. Form A-896 should be completed on a biweekly basis. Regardless of the method used, all leave time used, except sick leave and unpaid leave, must have prior approval by the employee's supervisor. Sick leave usage and unpaid leave should have prior supervisory approval whenever possible.
 - If an employee is unable or unwilling to complete and/or sign Forms A-424, A-424A, or A-896 prior to the time and attendance reporting deadline, the employee's supervisor may complete and/or sign the form(s) for the employee. In all such cases, the employee should be given a copy of the completed and signed form.
- It is mandatory that exempt employees use Form A-896 and hourly employees use Form A-424. If an agency has a unique need that is not addressed by Forms A-424, A-424A and/or A-896, OFM will, upon written request, evaluate such needs and may approve the use of substitute forms. If it is impossible to develop substitute forms which satisfy the agency's needs and statewide time and attendance reporting requirements, the agency will be required to use Forms A-424, A-424A, and A-896 in addition to any internal forms.

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Distribution Date: 1-6-97
Procedure 1210.20